

B.G.S. Appraisals CommitteeMandate and Regulations

The main objective of this appraisal process is to ensure the high quality of existing programs. The purpose is not simply one of passing or rejecting extant programs; rather, it is to assess the responsiveness of the program to new knowledge, pedagogic innovations, and changing community needs. Where a program is found to be ineffectual, and where those responsible are unable and/or unwilling to change the program, it will be recommended for suspension.

- 1.1 The B.G.S. Appraisals Committee is a committee of the Board of Graduate Studies.
- 1.2 The function of this Committee is (a) to evaluate existing graduate programs in accordance with the schedule established by the Board on September 21, 1970; and (b) to report on its appraisals as detailed below.
- 1.3 After the approved procedure has been followed, the Committee will recommend to the Board the retention, modification, or suspension of the program, with reasons for its decision.

Composition:

- 2.1 In 1970-71, the Appraisals Committee shall consist of the members of the three subcommittees as detailed below:
- 2.2 Each of the three subcommittees shall consist of:
  - (a) 3 of the elected B.G.S. members, appointed by the Chairman of B.G.S.
  - (b) 1 graduate student, appointed by G.S.A.
  - (c) the Dean of Arts or the Dean of Science, ex officio (Note: each subcommittee shall appraise approximately two programs, one from Arts and one from Science. When the subcommittee is appraising an Arts program, the Dean of Arts shall be a member of the subcommittee. And so on.)
  - (d) the Chairman of B.G.S., ex officio.
- 2.3 The chairman of each subcommittee shall be chosen from amongst the elected-appointed faculty members (2.2a).
- 2.4 The chairman of the Appraisals Committee shall be the Chairman of B.G.S.
- 2.5 The Secretary of the Committee shall be the Administrative Officer, Graduate Studies Office, who shall have voice, but no vote.
- 2.6 When a program of his own department is being assessed, any member of the Committee shall absent himself from all the Committee's proceedings relevant to that assessment (although he may appear before the subcommittee as one of the representatives of the department).



Composition (Cont'd)

- 2.7 When a member of the Committee must absent himself for the reason stated above (2.6), or for any other reason, the Committee has the power to add a suitable replacement.
- 2.8 Three members of a subcommittee shall constitute a quorum.
- 2.9 One half of the membership of the Appraisals Committee shall constitute a quorum.

Procedure of the Appraisals Committee and Subcommittees

- 3.1 The Committee shall ask the department or faculty concerned to submit a dossier showing, along with other relevant material, the following:
  - (a) Title of the program
  - (b) Aims of the program
    - (i) academic
    - (ii) Socio-Economic
  - (Note: This section must be developed in detail, and must include an analysis of employment opportunities, and of the program's value to the community.)
  - (c) Current areas of specialization
  - (d) Current and projected enrolment
    - (i) full-time
    - (ii) part-time
    - (iii) partial
    - (iv) special year, day
    - (v) special year, evening
  - (e) Staff at present assigned to the program:
    - (i) Academic Administrators
    - (ii) Professors and career research workers
    - (iii) Teaching or research assistants
    - (iv) Support staff (teaching, research, administration)
    - (v) Present assignments and functions of this staff
  - (Note: For the first two categories, attach a curriculum vitae and list of publications for each member involved in the program.)
  - (f) Physical resources available
    - (i) for library purposes
    - (ii) for data-processing
    - (iii) teaching space: laboratories, classrooms ...
    - (iv) teaching equipment: laboratory equipment, audio visual equipment
    - (v) non-teaching space and equipment: offices for professors or research workers, administrative offices
  - (Note: The inventory of available resources must be accompanied by short, evaluative reports from the Head Librarian, the Director of the Data Processing Centre, and the Director of Physical Plant.)



Procedure of the Appraisals Committee and Subcommittees (Cont'd)

- 3.1 (g) Current Regulations for the program
- (i) Admission standards
  - (ii) Courses required
  - (iii) Examinations required
  - (iv) Thesis and Language Requirements
  - (v) Residence regulations
  - (vi) Tuition
  - (vii) Others
- (h) Courses available
- (j) Number of students graduated from the program
- (k) Present and proposed undergraduate and other commitments of the department, showing individual teaching loads where possible.
- (l) Availability of research funds
- (m) Availability of financial support for students, including assistantships
- (n) Any innovations as to subject matter or treatment
- (o) Strength of collateral and supporting departments in the university or community
- (p) Detailed Report on the Cost of the Program  
This report must be presented in two parts: operating costs, capital costs. It must be accompanied by a five-year budget forecast.
- (q) Schedule of action for the development of the program, including
- (i) further staff required to improve the program (use categories in 3.1.e, i-iv), and
  - (ii) physical resources required to improve the program.
- (r) Comment on how the plans forecast in the original (new program) submission have been followed or departed from.
- 3.2 The subcommittee shall review this dossier, and interview representatives of the department. The subcommittee may request the department to revise those sections of the dossier requiring clarification.
- 3.3 The subcommittee shall invite students in the program to evaluate it. This may be accomplished either through the submission of briefs, or through the development of a confidential student questionnaire. (Note: the Appraisals Committee shall be responsible in consultation with the Department for the development of this form of evaluation.) The briefs and/or questionnaires shall be returned directly to the Appraisals subcommittee, and shall become part of the final dossier.
- 3.4 If the Committee deems it necessary, on the advice of the subcommittee, it may employ a consultant from outside the University. The consultant shall be an outstanding scholar in the field of the program. The consultant shall visit the department being assessed.



Procedure of the Appraisals Committee and Subcommittees (Cont'd)

- 3.5 When a consultant is employed, the subcommittee shall ask the department to suggest a list of names from which suitable consultants might be selected by the subcommittee, at the discretion of the subcommittee.
- 3.6 Before approaching a consultant not suggested by the Department, the subcommittee shall ascertain if the department concerned has objections to the individual proposed.
- 3.7 The consultant shall submit his report in writing to the subcommittee, giving his appraisal of the strengths and weaknesses of the department. The consultant's report shall be in two parts, one part of which may be shown to the members of the department being appraised, or elsewhere within the university as the university may see fit. The other part shall be confidential and must be restricted to the Appraisals Committee, and the University's senior administration and the chairman of the department.

The consultant's report shall not otherwise be published or quoted, except that portions may be paraphrased for use in presenting recommendations to the University's governing bodies.

- 3.8 If the Committee's recommendation is suspension of the program, the Committee shall inform the department that it proposes to make such a recommendation, and shall give the department a sufficiently explicit statement of its reasons that the department can assess the situation.
- 3.9 Upon receiving notice that the Committee proposes a negative recommendation, the department may, within two weeks of receipt of such notice, give notice to the Chairman that it wishes to prepare a rebuttal of the subcommittee's report. (If the department does not do so, the Committee shall present its recommendation to the next B.G.S. meeting.) If the department prepares a rebuttal, this shall take the form of a written statement to the Appraisals Committee, and shall present any new evidence which may be available.

The department may also make a verbal presentation to the Committee. After these steps have been followed, the Committee shall make its recommendations to the Board. If the decision remains negative, the Committee shall provide (at least one month before the Board meeting at which the report is to be tabled) the Board and the Department affected with a full report of the procedures followed, and with a clear statement of the reasons for the decision.

- 3.10 Apart from the above, the procedures to be followed by the Appraisals Committee and its subcommittees shall be established by resolution, and shall be subject to approval by the B.G.S.

Approved, B.G.S.  
November 16, 1970.

/sm